Blackboard 9.1 Quick Reference Guide
Content Management Series

What is Blackboard Content Collection?

Content Collection is the **official repository** for all DAU course material. It allows faculty members to have their own virtual hard drive, an electronic repository in which to collect, share, and manage content.

Benefits

There are several benefits to using Blackboard Content Collection:

- Access your files **anytime anywhere** from any computer with Internet access
- Store all files in one place
- Share files and set permissions to limit who has access
- Configuration Management – enable versioning, comments, and more
- Link student material directly into your course (a simple override procedure automatically updates all links when the file is revised!)
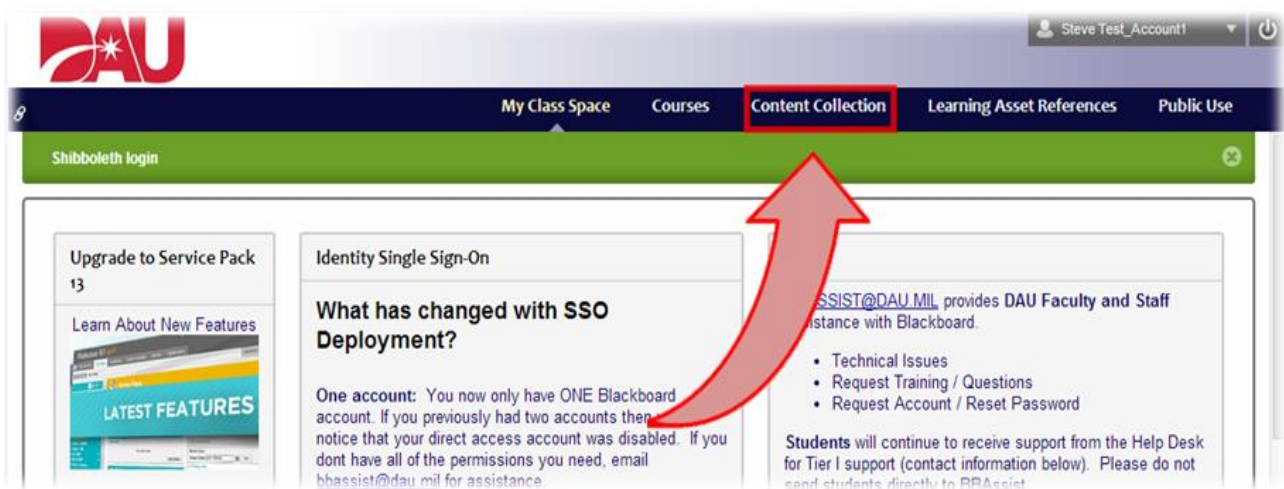
Navigation

To access Content Collection, you must have an SSO Identity profile and be granted access to the Blackboard application. If you are unable to login to Blackboard, please request access or report login-related errors to BbAssist@dau.mil.

Step 1: Access DAU Blackboard at https://myclass.dau.mil/.

Step 2: Upon selecting **Click here to login** you will temporarily be redirected to the SSO Identity system to complete the login process. Afterwards, the system will redirect you back into Blackboard.
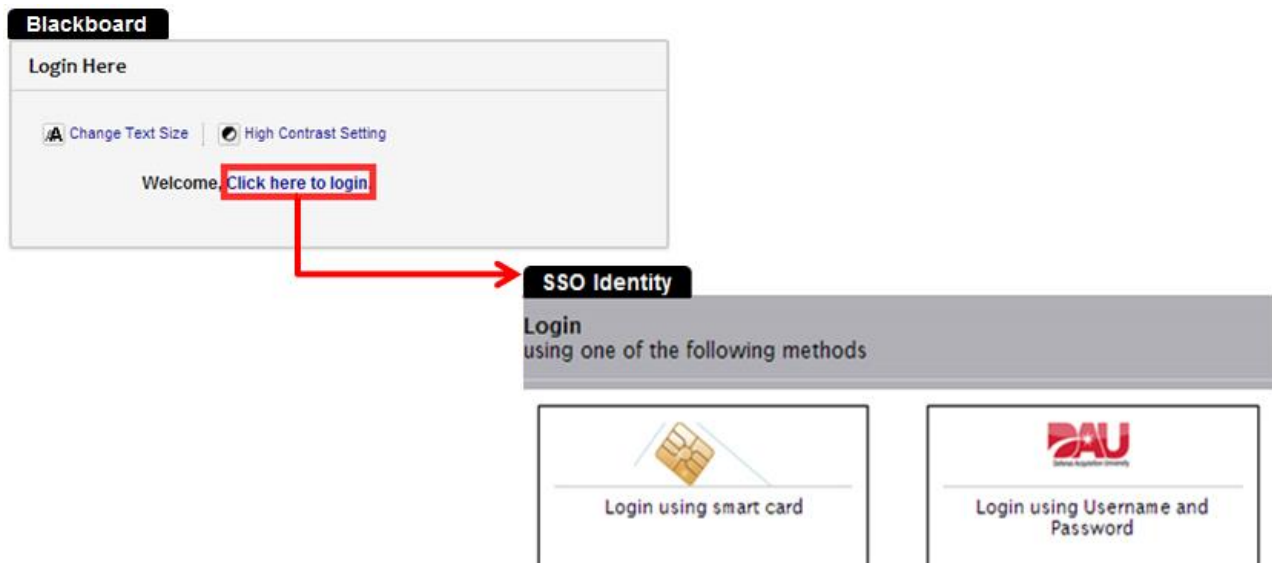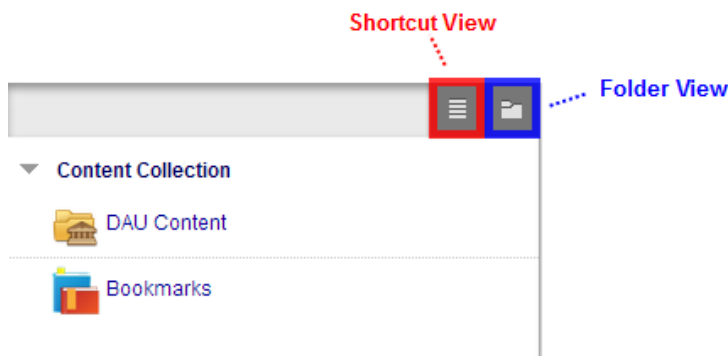
Step 3: Select the **Content Collection** tab at the top of the page.

Step 4: Navigate to your desired content area and begin to upload, manage and share files.

Note: There are two different viewing options for the content system:

1. <u>Shortcut View (Screen Capture Above)</u>: Displays the root level of our institution structure and allow you to navigate through content on the right side of the screen. The benefit to this view is, if you **Bookmark** specific folders that you work in regularly, you can easily navigate to your bookmarks from the left pane.

2. <u>Folder View (Screen Capture Below)</u>: This option allows you to quickly expand and collapse menu trees from the navigation pane on the left side of the screen and view files within a selected folder on the right side of the screen. Expand **DAU Content** to get started.

Additional Content Collection Resources:

- [Creating and accessing Bookmarks](#)
- [Uploading multiple files to Content Collection](#)
- [A guide to the 'Standard Seven Folders' that appear within each course structure](#)
- [Course Updates folder notifications](#)
- [Download the full Content Collection manual here](#)